

Training 6
DD/S 69-4952

31 OCT 1969

MEMORANDUM FOR: Director of Training

SUBJECT : Midcareer Executive Development Course Correspondence

1. While our question was limited to the level of signature, the subject was happily considered more broadly by Colonel White. He feels, as you see, that no letters are necessary but is prepared to help should you or we feel individual cases warrant such correspondence.

2. We consider this to be a blow for freedom in the paper "war" and hope that you will agree with the elimination of this correspondence requirement. You may wish to consider, where the occasion warrants, setting up a thank you note with signature at whatever level is appropriate. Also, in those instances when a letter before the fact is considered necessary, you might wish to have it constitute the invitation rather than a confirmation of something already laid on by staff representatives.

3. We suggest that in the future you send a schedule or list of non-Agency speakers as you did in advance of the recent Advanced Intelligence Seminar.

(signed) John W. Coffey

R. L. Bannerman
Deputy Director
for Support

4 Atts

Proposed Letters

ADD/S:JWC/ms (31 Oct 69)

Distribution:

- Orig & 1 - Adse, w/O&S of ea Att (DD/S 69-4843, 4844, 4845, 4846)
- 1 - DD/S Chrono, w/o Atts
- 1 - DD/S Subject, w/cy of ea Att ✓

Atts were proposed ltrs for Hon. Charles A. Meyer, Hon. C. Tyler Wood, Hon. Robert C. Eckhardt, and Hon. Marshall Green fr the Director re
Approved For Release 2003/04/29 : CIA-RDP84-00780R003200020006-1
Midcareer Executive Development Course

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
TO		NAME AND ADDRESS	DATE
1	Executive Director-Comptroller Rm 7D59, Hqs		31 Oct
2			
3	DDS		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

Remarks:

Colonel White -

We haven't done anything with the attached but wonder if we couldn't prepare future letters for your signature or that of DD/S in the absence of personal DCI involvement.

1-3: John W. Coffey

Reviewed with ExDir today, and he was of the opinion that, if in your's or OTR's good judgment a letter over the DCI's signature would be helpful, an appropriate letter should be provided for the DCI's signature.

FROM: NAME	DATE
Acting DD/S 7D18, Hqs	29 Oct 69

STAT

STAT

NOTE:

It would appear we should have background on this, but Dottie doesn't find anything in the files.

WJ 27 Aug 69

Attached is a memo which was in the files. It is a similar confirmation to a speaker for the MEDC and indicates that preliminary arrangements were made by phone.

Ellen
28 Oct 69

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM	
CONFIDENTIAL	SECRET

OFFICIAL ROUTING SLIP

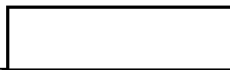
TO	NAME AND ADDRESS	DATE	INITIALS
1	Executive Director-Comptroller Rm 7D59, Hqs		
2			
3			
4			
5			
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Colonel White -

We haven't done anything with the attached but wonder if we couldn't prepare future letters for your signature or that of DD/S in the absence of personal DCI involvement.


John W. Coffey

STAT

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
Acting DD/S 7D18, Hqs	29 Oct 69
CONFIDENTIAL	SECRET

Mr. Helms via General
Cushman

Attached are letters to four senior speakers
scheduled for the November Midcareer Executive
Development Course.

Request four signatures.

R. L. Bannerman

SOS-DD/S:JRP:dlk (27 Oct 69)

Rewritten: ADD/S:JWC:maq (29 Oct 69)

Distribution:

Orig - Adse w/O & 5 DD/S 69-4843, 4844, 4845, 4846

1 - DD/S Subject w/ccy DD/S 69-4843, 4844, 4845, 4846

1 - DD/S Chrono

DD/S 69-4843, 4844, 4845, 4846: Proposed ltrs dtd _____ for Hon.
Charles A. Meyer, Hon. C. Tyler Wood, Hon. Robert C. Eckhardt, and
Hon. Marshall Green fr Richard Helms re MEDC

MEMORANDUM FOR: Mr. Helms via
General Cushman

Attached are letters to four VIP speakers
scheduled for the November Midcareer Executive
Development Course.

Request your signature.

R. L. Bannerman

(DATE)

Honorable Charles A. Meyer
Assistant Secretary for
Inter-American Affairs
Department of State
Washington, D. C. 20520

Dear Charles:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 14 November 1969. You are scheduled to speak to the group from 1:30 p.m. to 2:45 p.m. at our Headquarters building.

Your talk will take place during the final phase of the six-week Course when the students consider problems of the United States in world affairs. A discussion of current developments in Latin America would be timely, but any other subject you may choose would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted], Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

I am enclosing a brief description of the Course and the class membership.

Sincerely,

Richard Helms
Director

Enclosure

The Midcareer Executive Development Course

The Midcareer Executive Development Course was established in the fall of 1963 by John McCone, then Director of Central Intelligence, to provide promising officers the opportunity to widen their understanding of management practices, the Agency and the Intelligence Community, and of the Government's concern with international and domestic affairs.

The Midcareer Executive Development Course is a six-week program. It is given four times a year and this is the 22nd running. The present class has 34 Midcareerists representing all major components of the Agency. They average 13 years of Agency service. About two-thirds are in the GS-13 grade level, almost one-third in the GS-14 level, and two are GS-15s. The average age is 41. Almost three-quarters have had overseas experience--many for extended periods.

ORIGINATOR: <u>/s/ on original "Hugh T. Cunningham"</u>	<u>23 Oct 1969</u>
Hugh T. Cunningham	Date
Director of Training	

CONCUR: _____	_____
R. L. Bannerman	Date
Deputy Director	
for Support	

Prepared by OTR:23 Oct 69

Rewritten:EO-DD/S:RHW:es (28 Oct 69)

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S *Subj*

2 - D/TR



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

Honorable Charles A. Meyer

Assistant Secretary for *Administration*

Inter-American Affairs

Department of State

Washington, D. C. 20520

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Sincerely,

Richard Helms
Director

Enclosure

STAT

ORIGINATOR:

[Redacted]

Hugh T. Cunningham
Director of Training

23 Oct 69

Date

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S

2 - DTR (1 cy w/h)

Honorable C. Tyler Wood
Special Assistant to the Administrator
Agency for International Development
Department of State
Washington, D. C. 20520

Dear Tyler:

I am pleased that you will give the closing address to the members of CIA's 22nd Midcareer Executive Development Course on Friday, 21 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room in our Headquarters building.

A discussion of current problems facing the United States in providing economic and technical assistance to countries throughout the world would be timely, but any other subject you may wish to discuss would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted] Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

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Hugh T. Cunningham	Date
Director of Training	

CONCUR: _____	_____
R. L. Bannerman	Date
Deputy Director	
for Support	

Prepared by OTR:23 Oct 69

Rewritten:EO-DD/S:RHW:es (28 Oct 69)

Distribution:

Orig - Adm

1 - ER

1 - Signing Official

1 - DDCI

-2 - DD/S *Saly*

2 - D/TR



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

OFFICE OF THE DIRECTOR

Honorable Ambassador C. Tyler Wood
Special Assistant to the Administrator
Agency for International Development
Department of State
Washington, D.C. 20520

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Sincerely,

Richard Helms
Director

Enclosure

ORIGINATOR:



Hugh T. Cunningham
Director of Training

23 Oct 69

Date

STAT

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S

2 - DTR (1 cy w/h)

69-4845
DTR-4030

Honorable Robert C. Eckhardt
United States Representative
from (8th District) Texas
Congress of the United States
Washington, D. C. 20515

Dear Bob:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Thursday, 13 November 1969. You are scheduled to speak to the group from 10:30 a.m. to 12:00 noon at our Headquarters building.

Your talk takes place in the final phase of the six-week Course. During this phase, the Midcareerists are concerned with United States involvement in world affairs. A discussion of problems facing the Congress and how the Legislative Branch relates to the Executive Branch in meeting current issues would be of definite interest. Any other subject you may choose, however, would be equally acceptable. I suggest that you reserve a portion of your time for questions.

[redacted], Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

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Sincerely,

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Director

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ORIGINATOR:

Hugh T. Cunningham
Director of Training

Date

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S Chrono. Subject

2 - DTR (1 cy w/h)

Honorable Marshall Green
Assistant Secretary for East Asian
and Pacific Affairs
Department of State
Washington, D.C. 20520

Dear Marshall:

I am pleased that you will address the members of CIA's 22nd Midcareer Executive Development Course on Friday, 7 November 1969. You are scheduled to speak to the group from 2:00 p.m. to 3:30 p.m. in the USIB Conference Room, where you spoke to the last group of Midcareerists. Your talk to the last class, in which you discussed the problems of the United States in East Asia, was well received. A similar discussion would again be very appropriate.

[redacted] Chief of the MEDC, will make all arrangements with your office for your visit. In the meantime, if you have questions or wish assistance, [redacted] may be reached by telephone on Code 143, extension [redacted]

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STAT

Sincerely,

Richard Helms
Director

ORIGINATOR:

Hugh T. Cunningham
Director of Training

Date

CONCUR:

R. L. Bannerman
Deputy Director
for Support

Date

Distribution:

Orig - Adse

1 - ER

1 - Signing Official

1 - DDCI

2 - DD/S (1 cc attached)

2 - DTK (1 cy w/h)

STAT

Approved For Release 2003/04/29 : CIA-RDP84-00780R003200020006-1

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